

**The City of Takoma Park Recreation Department**  
7500 Maple Avenue, Takoma Park, MD 20912  
**Facility Use Application**  
301-891-7290 www.tprecreation.org

Program or Event Name: \_\_\_\_\_ Number of Attendees Expected: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Date(s): \_\_\_\_\_ Time: \_\_\_\_\_

Please be sure to include time for set up & clean up

Applicant's Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City/St/Zip \_\_\_\_\_

Phone Number: Work \_\_\_\_\_ Home: \_\_\_\_\_ Fax: \_\_\_\_\_

Please circle: R= city resident NR= non city resident C = commercial user

Will food be served? Yes No If yes\*, catered or self-prepared?

Equipment required: 6 ft Tables - how many? \_\_\_\_\_ Chairs - how many? \_\_\_\_\_

**Check Space(s) Requested:**

**Takoma Park Community Center: 7500 Maple Avenue Takoma Park, MD 20912** (Rate is per hour)

\_\_\_\_\_ Rose Room (capacity 17) R \$10 NR \$35 C \$55  
\_\_\_\_\_ Lilac Room (capacity 17) R \$10 NR \$35 C \$55  
\_\_\_\_\_ Forsythia Room (capacity 18) R \$10 NR \$35 C \$55  
\_\_\_\_\_ Hydrangea Room (capacity 29) R \$10 NR \$35 C \$55 (No food or beverages allowed.)  
\_\_\_\_\_ \*Azalea Room (capacity 66) R \$20 NR \$45 C \$65  
\_\_\_\_\_ \*Auditorium (capacity 200) R \$20 NR \$45 C \$65 (No food or beverages allowed.)

**Takoma Park Recreation Center: 7315 New Hampshire Avenue, Takoma Park, MD 20912** (Rate is per hour)

\_\_\_\_\_ \*Gym (capacity 294) R \$20 NR \$45 C \$65  
\_\_\_\_\_ Back Meeting Room (capacity 40) R \$10 NR \$35 C \$55  
\_\_\_\_\_ Front Meeting Room (capacity 30) R \$10 NR \$35 C \$55

**\*\$50 security deposit required  
Check or Money Order Only**

\_\_\_\_\_ \***Heffner Park Community Center** (capacity 50) R \$20 NR \$45 C \$65 **42 Oswego Avenue, Takoma Park, MD 20912**  
(Parks below: Rate is per rental)

\_\_\_\_\_ \***Jeque Park Pavilion** R \$75 /NR\$100 \_\_\_\_\_ **Field** (Takoma and Albany Aves) R /NR\$15  
\_\_\_\_\_ \***Spring Park Pavilion** R \$75 /NR\$100 \_\_\_\_\_ **Field** (Poplar and Elm Aves.) R /NR\$15  
\_\_\_\_\_ \***Forest Park Pavilion** R \$75 /NR\$100 \_\_\_\_\_ **Field** (Prince Georges and Elm Aves.) R /NR\$15  
\_\_\_\_\_ **Ed Wilhelm Field** (2 Darwin Ave.) R /NR\$15  
\_\_\_\_\_ **Lee Jordan Field** (Piney Branch Road) R /NR\$15  
\_\_\_\_\_ **Hodges Field** (Holly Ave) R /NR\$15

Please identify any other information that will be helpful to center staff: \_\_\_\_\_

I, the undersigned, will be held responsible for the facility, insuring it is left clean and in the original condition. I will see that all participants conduct themselves in an orderly manner. I further agree that no alcoholic beverages or illegal substances will be consumed or sold. I certify that this event is not a fundraiser and that no admission will be charged, unless written approval is issued in advance by the City Manager. I also hereby assume all liability and agree that no claim or demand will be made against the City of Takoma Park, or any of the City's agents or representatives regarding damages, accidents or injuries prior to, during or after use of the requested facility(ies.)

Date \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_

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**For Center Staff Use Only:** Date Received: \_\_\_\_\_ Time \_\_\_\_\_ Staff initials: \_\_\_\_\_

Computer Entry Date \_\_\_\_\_ Time \_\_\_\_\_ Staff initials: \_\_\_\_\_

Rate per hour \$ \_\_\_\_\_ x Number of Hours \_\_\_\_\_ = Total rental fee \$ \_\_\_\_\_

Rental Check/MO# \_\_\_\_\_ Cash \_\_\_\_\_

Deposit received by \_\_\_\_\_ Check # \_\_\_\_\_ Date deposit returned: \_\_\_\_\_ Staff initials: \_\_\_\_\_